



THE CITY OF SAN DIEGO

## GRADING & PUBLIC RIGHT-OF-WAY PERMITS

# Self Certification

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101

CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION.

INFORMATION  
BULLETIN

**570**

AUGUST 2003

This Information Bulletin describes the procedures for obtaining a self certification for grading and public right-of-way permits.

### I. WHY SELF CERTIFICATION FOR GRADING AND PUBLIC RIGHT-OF-WAY PERMITS?

This program allows applicants to choose an abbreviated approval process in connection with issuance of construction permits for certain types of projects. It also expects to reduce the number of full project submittals for engineering permits and improves average review times for projects.

### II. CONDITIONS OF APPROVAL

1. The applicant may choose the self certification process (if eligible) or the full submittal plan review process.

2. A Registered Civil Engineer retained by the applicant, and the owner/applicant must sign a statement for self certification acknowledging that they will abide by City, State and Federal regulations, applicable standards and specified obligations (see Section VI).

3. All permits issued to self certified projects will be bonded and inspected. Corrections and modifications may be required by Field Engineering staff. Any requested modifications shall be processed through normal construction change procedures, including the payment of additional plan check fees if applicable, unless otherwise authorized by Field Engineering staff.

4. Approved self certified projects are valid for one year (the project must be constructed, accepted and As-Built) from the date project is permitted.

5. The proposed design must comply with all City of San Diego standards and specifications. All projects requiring design deviations must be approved through the full submittal plan review process. All construction permits on self certified plans must be secured by an approved bond and pay additional plan check fees if applicable.

6. Projects must be categorically exempted from CEQA pursuant to the State CEQA Guidelines, Article 19 Categorical Exemptions.

7. The engineer of work will be responsible for preparing the As-Built plans. If the engineer of work is changed during construction, it is the owner/applicant's responsibility to retain a new engineer of work who will:

- a. Agree in writing to accept the responsibility for design.
- b. Observe the construction activities.
- c. Prepare the As-Built plans.

8. The engineer of work shall keep in full force and effect, errors and omissions insurance providing coverage for professional liability with a combined single limit of Five Hundred Thousand Dollars (\$500,000) and One Million Dollars (\$1,000,000) annual aggregate. The engineer shall ensure both (1) this policy retroactive date is on or before the date of commencement of the project; and (2) this policy has reporting period of three years after the date of completion or termination of this project. The engineer agrees that for the time period defined above, there will be no changes or endorsements to the policy that increases the City's exposure to loss.

### III. CRITERIA

Projects that meet all of the following criteria are eligible for the self certification process.

#### 1. Geology

- a. Projects in geologic hazard zones, 51, 52 or 55 as shown on the City's Seismic Safety Study Geologic Hazard Maps.
- b. Projects proposing cut or fill slopes less than 10 feet in vertical heights with a slope gradient of 1.5:1 or flatter.
- c. Projects proposing fills less than 10 feet deep.

- d. Projects that do not propose retaining structures adjacent to or within the public right-of-way or easements.
- e. Projects that do not propose tiebacks within the public right-of-way or easements.

## 2. Traffic

- a. Any construction within the public right-of-way on streets with less than 10,000 ADT (please note that a separate Public Right-of-Way Permit for Traffic Control will be required prior to the commencement of construction work).
- b. Projects proposing only excavation of construction sites, which require no traffic control.
- c. Projects proposing only placement of covered pedestrian walkways in the public right-of-way, except in business districts.

## 3. Water

- a. Projects proposing water services for four or less residential dwelling units with no more than one fire service or hydrant when there is an existing water main of 12-inch diameter or smaller in the street and no water main extension or installation is required.

## 4. Wastewater (Sewer)

- a. Projects proposing addition of a manhole on an existing sewer line of 15 inches or less.
- b. Projects proposing sewer laterals to existing mains for single-family residences per City standards.
- c. Project which do not propose any grading within existing sewer easements.

## 5. Grading and Public Improvements

- a. Total construction cost estimate is less than \$100,000.
- b. All grading is outside the special flood hazard area and resource protection areas.
- c. The grading will not result in any drainage diversion.

- d. Projects must not have an Encroachment Maintenance and Removal Agreement except for sidewalk underdrains.

## IV. SUBMITTAL REQUIREMENTS

The forms, documents and plans that must be submitted for project review and approval are contained in Land Development Manual, Volume 1, Chapter 1, Section 3. A submittal appointment is recommended and may be made by phoning (619) 446-5300.

## V. SELF CERTIFICATION PROCESS

At your project submittal appointment, the Self Certification submittal package is checked for completeness. Once it is found that your submittal is complete, it is processed for distribution and discipline review. The reviewer will then determine if the project conforms to the Self Certification criteria contained within this bulletin. The reviewer will return the plans for more corrections or ask for the original mylar(s) for the City Engineer's approval and signature. The Owner/applicant will provide 11 sets of the blue line copies after original mylars are signed and schedules permit issuance appointment by calling Permit Processing, (619) 446-5422. Bond and additional fee or deposit required at permit issuance. The approved plans are distributed to the field for field inspections. Field Inspections are required to ensure that the project meets City of San Diego standards and specifications. For more information regarding inspection or to schedule an inspection, call (858) 627-3200.

## VI. ADDITIONAL REQUIREMENTS

The following certification must appear on the title sheet of all plans proposed to be processed under the self certification guidelines. This certification is in addition to all other standard notes currently in use. All certifications must be signed by the appropriate parties.

### A. Engineer's Certification and Declaration of Responsible Charge

1. I hereby declare that I am the Engineer of Work for this project, that I have exercised responsible charge over the design of the project as defined in Section 6703 of the Business and Professions Code and that the design is consistent with the current standards.
2. All construction work shall be performed by a licensed contractor under the observation of the undersigned Civil Engineer. All construction work will be performed in accordance with applicable standards, specifications and recommendation set forth on these plans.

3. At the completion of the construction work, the undersigned will prepare an As-Built set of plans to the satisfaction of the City Engineer.
4. I understand that if the Engineer of Work is changed, the work shall be stopped until the replacement Engineer has agreed in writing to accept the responsibility of design, observation of construction and preparation of As-Built plans upon completion of the construction work. I will notify the City Engineer in writing of such change.
5. I understand that while the project is under construction, The City Engineer may require changes in design of the project if it is determined that the proposed design can create a public health and safety problems.
6. I certify that I have performed a reasonable research to locate existing underground utilities and all recorded easements. All such information is shown on these plans.
7. I shall keep in full force and effect, errors and omissions insurance providing coverage for professional liability with a combined single limit of Five Hundred Dollars (\$500,000) and One Million Dollars (\$1,000,000) annual aggregate. I shall ensure both that (1) this policy retroactive date is on or before the date of commencement of the project; and (2) this policy has a reporting period of three years after the date of completion or termination of this project. I agree that for the time period defined above, there will no changes or endorsements to the policy that increases the City's exposure to loss.
8. I understand that approval of these plans by the City Engineer is limited to a review of self certification guidelines only and does not relieve me as Engineer of Work of my responsibilities for the project design.

Engineer of Work:

Name of Company

Registration Seal

Address

Telephone No.

Name of Engineer

Registration Number and Expiration Date

Signature and Date

**B. Applicant's/Owner's (choose one)  
Certification and Declaration of Responsible  
Charge**

1. I hereby declare that I am the applicant/owner (choose one) of this construction project that I am responsible for this project and I agree that all construction work shall be performed by a licensed contractor under the observation of the Civil Engineer of Work. All construction work will be performed in accordance with applicable standards, specifications and recommendations set forth on these plans.
2. I understand that while the project is under construction, the City Engineer may require changes in design of the project if it is determined that the proposed design can create a public health and safety problems.
3. I agree to indemnify and hold harmless the City, its officers, agents and employees from and against any and all claims, costs, suits, and damages, including attorneys fees arising from the negligent acts, errors, or omissions of the engineer or the contractor of work associated with this project.
4. I understand that, if the Engineer of Work is changed, the work will be stopped until I retain a new Engineer and the Engineer has agreed in writing to accept the responsibility of design, observation of construction and preparation of As-Built plans upon completion of the construction work. It is my obligation as the applicant/owner (choose one) to notify the City Engineer in writing of such change.

Owner/Applicant:

Name

Address

Telephone No.

Signature and Date